

<b>Procedures Handbook</b>	<b>Business Management</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Keys</b>	<b>EBC</b>	<b>6/97</b>
	Rescinds:	Issued: <b>Revised 10/03</b>	

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43

- A. How to get keys made
  - 1) Keys should be requested on the work order form, and the principal must explain who will receive the key.
  
- B. How to get replacement keys
  - 1) Request replacement keys on the work order form. Make sure you explain why you need a replacement key and who will receive it.
  
- C. What to do if keys are lost or stolen
  - 1) Call security department to report missing keys and potential impact.
  - 2) Call Knox County Schools Maintenance and Operations to report missing keys and potential impact.